

ADMISSIONS AND TRANSITIONS LEAD (SEND) – SEPTEMBER 2025

To provide an exceptional, holistic and inclusive Quaker education, nurturing young people to flourish and therefore play their part in creating a better world.

The Autism Resource, part of Ackworth School; an all through day and boarding school from ages 2-18, is a purpose developed specialist provision, within the mainstream school. From September 2025 we will expand further from 24 pupils to around 37. Pupils are generally between the ages of 11-20 and places are always in high demand due to the success of the provision that we offer together with the benefits of the inclusive nature and not to mention the facilities of a mainstream setting.

The BRIDGE is a newly developed provision that sits within the senior school and supports SEND pupils including those with EHCPs. It is guided by the principles of belonging, respect, inclusion, diversity, growth and equality. It ensures that all pupils are supported to grow in confidence, develop resilience and thrive both academically and personally.

As a Quaker school, it maintains its ethos and traditions, and is still governed by the Society, although only a small number of pupils are from the Quaker tradition. The school is academically non-selective and provides an excellent range of facilities and extra-curricular opportunities. Our pupils are one of Ackworth's USP's. Visitors to the school never fail to acknowledge how amazing they are and how positive the encounter is.

An opportunity has arisen for a suitably experienced Admissions and Transitions Lead to work alongside both the Admissions team and key SEND staff within school to provide a specialist point of contact for parents looking for a place at Ackworth. The role will work to assess need and understand how we can best support SEND pupils with the numerous provisions that we have on offer and then ensure a smooth transition into school once they have joined. For this reason, an excellent knowledge of SEND provision and how this can translate into a seamless and successful admission into school is essential. A passion to offer an excellent level of customer service through great communication skills as well as giving parents confidence in our offer is paramount.

In return we offer:

- a competitive salary (based on 34 teaching weeks) and generous fee remission of up to 50% for the children of our staff.
- all food and refreshments during the working day.
- free on-site parking.
- flexible pension and health benefits.
- a supportive and friendly environment based on the Quaker ethos of the school.
- a committed parent community which plays an active part in the school.
- a beautiful working location in an ideal location within easy travelling distance of the main centres of Sheffield, Leeds, Doncaster and York.

The working hours are 16.5 – 22.5 per week worked over four days as a minimum and term time only (34 weeks). The salary range is up to £32,000 FTE. (actual up to £11,264 – £15,360)

Please visit the school's website for a full job description.

We will only accept applications that are submitted on an application form. We cannot accept CVs. Forms are downloadable from the school's website.

The closing date is **Monday 30th June 2025 at 9.00 a.m.**

Interviews will be held soon after during the school holidays.

For an informal and confidential discussion, please contact our HR department on 01977 233600. We are happy to accommodate tours prior to the closing date.

Applicants should carefully read the Recruitment, Selection and Disclosure Policy and our Recruitment Process. Our recruitment privacy notice is also available on our website within "Working for Us".

Ackworth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and all applicants will undergo child protection screening, including checks with past employers and an enhanced DBS and Barred list check with Disclosure and Barring Service. Applicants should also be in sympathy with the School's Quaker ethos.